United States Department of State



Foreign Affairs Manual

5 FAM –Information Management

Change Transmittal: IM-111

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5 FAM 460 THE PRIVACY ACT AND PERSONALLY IDENTIFIABLE INFORMATION

1. Changes:

- More than 50% has been revised and is published as all new material. Changes are not shown in *dark-magenta* and *italic*.
- 2. **Change Transmittal** has replaced the term Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission.
- 3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

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- 2. After inserting the material in the binder, insert this change transmittal immediately following the CT Checklist, then fill in the entry line for the appropriate CT number and initial.

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- 2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
- 3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/GIS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

(IRM/BPC/PRG)